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(CLASSIFICATION)

Executive Secretary

63-5416

16

## OFFICE OF THE DIRECTOR

A-266

Action Memorandum No.

8 July 1963

Date

ACTION

MEMORANDUM

TO : Deputy Director/Plans  
Deputy Director/Intelligence

SUBJECT : Group to Consider the Implications and Possible Courses  
of Action in Connection with the Developing Situation  
Between Moscow and Peking

REFERENCE:

1. As I am sure you are aware, the evolving relationship between Moscow and Peking is one of the most significant international developments since World War II. As you are also aware, it is an immensely complex situation in its implications for U.S. policy in virtually every area of the world. What is important for CIA is that we interpret this situation as accurately as possible and respond to it in such a way that the U.S. derives maximum benefit from the split, not only in the tactical present but over the long haul. It is also important that we properly understand and respond to those aspects of the schism that are not necessarily favorable to our international objectives.

X1A

2. In this regard I would like to convene a group to consider fully the implications of the problem as a whole. I suggest that the group be composed as follows: From the DD/P-- [REDACTED]

X1A  
X1A

From the DD/I-- [REDACTED]

25X1

25X1

3. You may wish to recommend additional or substitute names of participants for this committee. As we get down to substantive issues it may be advisable to limit the number of participants, but at the outset I suggest

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we convene with a group of this size so we can frame the undertaking within the broadest possible experience.

4. The first meeting will be at 1600 hours on 9 July in the Director's Conference Room. I would appreciate being informed by the end of business on 8 July of those individuals who cannot attend. I will assume that all others will be present.

(Signature) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

7/7/83 11:05 AM '83

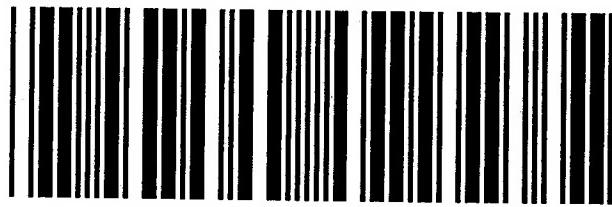
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(CLASSIFICATION)

68-5467

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-863

Date 5 July 1963

TO : Deputy Director (Plans) General Counsel  
Deputy Director (Support) Inspector General  
Deputy Director (Intelligence) Comptroller  
Deputy Director (Research)

SUBJECT : Correspondence Addressed to the Office of the Director

REFERENCE:

1. This memorandum is a gentle reminder of previous oral and written instructions concerning the lead paragraph of a memorandum to the DCI, DDCI or Executive Director.  
  
2. Probably due to the passage of time, change of Directors, etc., the O/D/OD continues to receive memoranda in which the lead paragraph does not clearly indicate whether the document requests action or is for information or background only.
3. Addressees are requested to take whatever steps necessary to insure that all memoranda submitted to the DCI, DDCI or Executive Director open with a sentence similar to one of the three below.
  - a. "This memorandum is for information only; particular reference is made to paragraphs \_\_\_\_\_."
  - b. "This memorandum suggests action on the part of the DCI, DDCI or Executive Director; this action to be contained in paragraph \_\_\_\_\_."
  - c. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph \_\_\_\_\_."

SUSPENSE DATE:

LBK:drm

Distribution: Addressees noted above

Lyman H. Alspach  
Executive Director